

***PORT COQUITLAM
MINOR LACROSSE ASSOCIATION
CONSTITUTION AND BY-LAWS***



SEPTEMBER 16, 2018

CONSTITUTION

1. The name of the Society is **PORT COQUITLAM MINOR LACROSSE ASSOCIATION** and that this Association shall be duly registered according to the Province of British Columbia Societies Act and shall hereafter be referred to as the “Association”.

2. The purposes of this Association shall be:
 - a) To encourage and foster amongst its members and all citizens in general, sportsmanship and good citizenship.

 - b) To maintain, increase and perpetuate the interests of Amateur Lacrosse.

 - c) To manage and operate Minor Lacrosse chiefly within the limits of the City of Port Coquitlam, British Columbia.

 - d) To encourage and promote competition for its members in Inter-Association league play.

BYLAWS

BYLAW I – THE ASSOCIATION

- A. The operations of the Society are to be carried on in the City of Port Coquitlam, British Columbia.
- B. Upon dissolution of the Port Coquitlam Minor Lacrosse Association, all assets of the Association are to be turned over to the Port Coquitlam Sports Alliance. This provision was previously unalterable.
- C. This Association shall be affiliated with the British Columbia Lacrosse Association. This provision was previously unalterable.

BYLAW II - AFFILIATION

- A. The Association shall maintain in good standing its membership or affiliation, as the case may be, with each of the following named associations (hereinafter referred to collectively as "the Associations"):
 - i) Canadian Lacrosse Association (hereinafter referred to as "CLA"),
 - ii) British Columbia Lacrosse Association (hereinafter referred to as "BCLA"),
 - iii) Lower Mainland Minor Lacrosse Commission (hereinafter referred to as "LMMLC")
 - iv) Pacific Coast Field Lacrosse League (hereinafter referred to as "PCFLL")
 - v) Port Coquitlam Sports Alliance (hereinafter referred to as "PoCo Sport")
- B. The Association shall comply with all applicable by-laws, rules and regulations by which the Associations are governed and upon receiving proper notice, the Association shall arrange that it will be represented by one or more persons, at all Special, Regular and Annual General Meetings of the Associations.
- C. The Association is relieved from maintaining its membership in the Associations required by this Bylaw II if any of the Associations cease to

exist, or if the Association is otherwise prevented from maintaining its membership in any of the Associations.

BYLAW III – MEMBERSHIP

- A. The membership of the Association shall be those who have subscribed to the Constitution and Bylaws and to those persons who apply as regular members, associate members, or life members.
- B. Membership applications shall be submitted to the Executive Committee and upon approval; the applicant shall become a Member.
- C. Membership shall be open to any parent, or legal guardian of a child who is registered with the Association as well as any and all coaches, managers, officials, volunteers and other authorized persons participating in and with the Association.

BYLAW IV – MEMBERSHIP FEES

Membership fees and such other fees payable by members may be determined from time to time at a general meeting of the society.

BYLAW V – MEMBERSHIP RESIGNATION AND EXPULSION

- A. The President of the Association has the power by resolution and a majority vote of those present, to suspend or expel a member who has conducted themselves in a manner which is adverse to the purposes stated in the Constitution of the Association or to the good governance of the Association. Expulsion under these circumstances may be immediate and without notice from the date of such resolution.
- B. At the Executive Committee discretion, members may be removed from the registrar for non-payment of fees. Upon evidence of good standing a member may be reinstated.
- C. Members wishing to withdraw from the Association are required to notify the executive committee in writing.

BYLAW VI - ELECTION & APPOINTMENT EXECUTIVE COMMITTEE

- A. Subject to the provisions hereinafter, the Executive Committee shall be elected at each Annual General Meeting of the Membership of the Association from those members who are not less than 19 years of age and who are Members in good standing in the Association.

- B. Each member of the Executive Committee shall commence serving the Association immediately following their election or appointment and as such shall actively commence work and assume control of the Association, on the 1st day of October, of each year.

- C. The Executive Committee shall be comprised of;
 - i) Eight (8) Directors of the Association, elected for a two year term, at the Annual General Meeting:
 - 1. President
 - 2. 1st Vice President (Ref Allocator)
 - 3. 2nd Vice President (Tournaments)
 - 4. 3rd Vice President (Scheduler)
 - 5. 4th Vice President (Field Lacrosse)
 - 6. Registrar
 - 7. Secretary
 - 8. Treasurer

The President, 2nd Vice President, 4th Vice President and Secretary shall be elected for a two year term in the odd years. The 1st Vice President, 3rd Vice President, Registrar, and Treasurer shall be elected for a two year term in the even years. Save for the office of Past President who shall serve until a successor Past President shall be determined, each Director shall serve the Association from the time of their election, until the second consecutive Annual General Meeting after their election when the Director position will be open to election again. Directors may run again for this position, another position as Director or Officer of the Association or choose to retire at the end of the two year term.

- ii) Eleven (11) Officers of the Association, elected for a one year term, at the Annual General Meeting:
 - 1. Public Relations
 - 7. Tyke Division Manager

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| 2. Equipment Manager | 8. Novice Division Manager |
| 3. Referee in Chief | 9. Pee Wee Division Manager |
| 4. Head Coach | 10. Bantam Division Manager |
| 5. Female Division Manager | 11. Midget Division Manager |
| 6. Mini tyke Division Manager | |

Following their election, each Officer of the Association shall serve until the next Annual General Meeting of the Association or until their successor is duly elected or appointed. Officers may run again to fill this or any other Officer or Director position or choose to retire at the end of their one year term.

D. Any Officer or Director may be permanently removed from office upon a vote of the Membership of the Association at an Annual General Meeting or at an Extraordinary General Meeting of the Membership, called for that purpose being cast and seventy-five percent (75%) of the Membership present voting in favour of removal.

E. Those members of the Executive Committee who are not being considered for removal from office may remove any member or members of the Executive upon a unanimous vote in favour of removal; the member or members being considered for removal shall not be entitled to vote.

F. Upon a vacancy occurring at any time in the Executive Committee, the President shall appoint a Regular Member of the Association to hold office until the next Annual General Meeting or until a successor shall be duly elected or appointed. If a position vacancy should occur during the first year of a two-year term, the member duly elected or appointed shall serve only the balance, or the remainder of the term.

G. No Member shall hold more than one position on the Executive Committee.

H. The Executive Committee shall establish, amend and publish each calendar year on or before January 31 – the Policies, Procedures and Guidelines of the Association. The amended Policies will be posted on the Association website and distributed to coaches before try outs and/or evaluations commence.

BYLAW VII – DUTIES OF THE DIRECTORS OF THE ASSOCIATION

A. PAST PRESIDENT

A Past President shall hold the office of Past President until his successor has been declared by the President, immediately following each Annual General Meeting, of the Association. The Past President so determined shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President, or any member of the Executive Committee of the Association.

B. PRESIDENT

- i) The President shall preside at all meetings of the Association;
- ii) The President shall represent the Association at meetings of the Port Coquitlam Recreation Department and of the Associations;
- iii) The President shall have the power and discretion to suspend indefinitely any team of players, any Regular Member, any player, any team official, any parent, or any referee for misconduct or conduct unbecoming a Regular Member of the Association, in the opinion of the President; for use of abusive language, or for breach of the Rules or Regulations set down by the Executive Committee from time to time, for breach of the spirit and intent of the Constitution of the Association, for breach of any By-law of the Association, or for breach of any announced policy of the Association, until the event or incident has been reviewed and determined by the Discipline Committee;
- iv) The President shall be chairperson of the Life Membership Committee.

C. 1ST VICE-PRESIDENT:

- i) The 1st Vice-President shall chair all meetings of the Finance Committee;
- ii) The 1st Vice-President shall assist the President in the performance of the President's duties;
- iii) The 1st Vice-President shall, in the absence of the President, perform the duties of the President;
- iv) The 1st Vice-President shall chair the Discipline Committee;
- v) The 1st Vice-President shall attend the LMMLC regular and other duly called meetings;
- vi) The 1st Vice-President shall present an operating budget to the Executive Committee prior to January 31 of each year, for the immediate and upcoming season; and
- vii) Without limiting the foregoing, the 1st Vice-President shall perform such other duties as may be assigned to the 1st Vice-President, by the President.

D. 2ND VICE-PRESIDENT:

- i) The 2nd Vice-President shall act as chairman of all meetings of the Appeals Committee;
- ii) The 2nd Vice-President shall be a member of the Finance Committee;
- iii) The 2nd Vice-President shall, in the absence of the President and the 1st Vice-President perform the duties of the President;
- iv) The 2nd Vice-President shall attend PCAA meetings regular and other duly called meetings;
- v) The 2nd Vice-President shall attend LMMLC meetings, regular and other duly called meetings;
- vi) Without limiting the foregoing, the 2nd Vice-President shall perform such other duties as may be assigned to the 1st Vice-President by the President;
- vii) The second Vice-President shall coordinate PCMLA's tournaments with BCLA, Minor Directorate, and LMMLC.

E. 3RD VICE-PRESIDENT:

- i) The 3rd Vice-President shall negotiate, schedule and allocate floor time for the Association.
- ii) The 3rd Vice-President shall, in the absence of the President and the 1st Vice-President and 2nd Vice-President shall perform their duties;
- iii) The 3rd Vice-President shall be a member of the Discipline Committee;
- iv) Without limiting the foregoing, the 3rd Vice-President shall perform such other duties as may be assigned to the 3rd Vice-President by the President.

F. 4TH VICE-PRESIDENT:

- i) The 4th Vice-President shall be responsible for arranging and overseeing the operations of PCMLA field lacrosse
- ii) The 4th Vice-President shall attend all PCFLL meetings.
- iii) Without limiting the foregoing, the 4th Vice-President shall perform such other duties as may be assigned to the 4th Vice-President by the President.

G. REGISTRAR:

- i) The Registrar shall maintain permanent records of all registered players of the Association and of all annual registrations of players, coaches and managers;
- ii) The Registrar shall register all players with BCLA;
- iii) Without limiting the foregoing, the Registrar shall perform such other duties as may be assigned to the Registrar, by the President.

H. TREASURER:

- i) The Treasurer shall maintain the financial transactions and the records of the same for the Association;
- ii) The Treasurer shall provide the Executive Committee with a verbal or written financial report at each regularly scheduled Executive Committee meeting;
- iii) The Treasurer shall present to the Membership of the Association at each Annual General Meeting an financial report representative of the accounts of the Association, as of July 31 and shall present to the Membership an audited financial statement as required by these By-Laws;
- iv) Upon Expiration of the duly elected or appointed term, resignation, or expulsion an audited financial report representative of the accounts of the Association as of July 31, shall be presented to the Membership, for their approval, at the subsequent Annual General Meeting;
- v) The Treasurer shall serve on the Finance Committee;
- vi) Without limiting the foregoing, the Treasurer shall perform such other duties as may be assigned to the Treasurer, by the President.

I. SECRETARY:

- i) The Secretary shall maintain a full and complete record of all meetings, as required by the President;
- ii) The Secretary shall be responsible for all correspondence and related duties;
- iii) The Secretary shall ensure all statements, lists or other reports are filed as required;
- iv) The Secretary shall maintain the Association in good standing with the Registrar of Companies; and
- v) Without limiting the foregoing, the Secretary shall perform such other duties as may be assigned to the Secretary, by the President.

BYLAW VIII – DUTIES OF THE OFFICERS OF THE ASSOCIATION

A. EQUIPMENT MANAGER:

- i) Shall efficiently distribute, maintain and collect all equipment and supplies owned by the Association;

- ii) Shall present an accurate inventory of all equipment and supplies of the Association at any time so requested by the President and at least once no later than December 31 of each year;
- iii) Shall prepare a proposal for purchase and repair of equipment and supplies to the Finance Committee for budget purposes, at any time so requested by the President and at least once no later than January 31, of each year;
- iv) Shall purchase equipment and supplies as approved and directed by the Executive Committee who shall be bound to restrict such purchases up to the amount budgeted by the Finance Committee;
- v) Shall perform such other duties as may be assigned by the President, from time to time.

B. HEAD COACH:

- i) Shall maintain effective lines of communication between the Coaches for the Association and the Coaches Association for BCLA (BCLCG), including the National Coaches Certification Program (NCCP);
- ii) Shall recommend to the Executive Committee the appointment of coaches and team officials based upon the recommendations of the Coaches Selection Committee;
- iii) Shall assume the duties of chairperson of all meetings of the Coaches Selection Committee;
- iv) Shall coordinate training programs and regular meetings for all-coaches and team officials;
- v) Shall assume the duties of chairperson of clinics sponsored and promoted by BCLA;
- vi) Shall perform all other duties as may be assigned by the President, from time to time.

C. REFEREE-IN-CHIEF (Head Referee):

- i) Shall maintain effective lines of communication between the Association Referees, the Association, BCLA and BCLOG;
- ii) Shall coordinate training programs and regular meetings for all referees;
- iii) Shall appoint Assignors to assign referees for all games authorized by the Association;

- iv) Shall assist in training and guiding time-keepers in the performance of their duties including arranging training programs if necessary to maintain a high degree of competence in the field of time-keeping;
- v) Shall be a member of the Discipline Committee.
- vi) Shall perform all other duties as may be assigned by the President from time to time.

D. PUBLIC RELATIONS (Fund Raising and Promotions):

- i) Shall maintain a liaison with local media representatives;
- ii) Shall maintain close contact with Coaches and Divisional Managers;
- iii) Shall coordinate special events, and without limiting the foregoing, shall coordinate the annual dance-mixer social event for the Association and such other events as may be decided upon by the Executive Committee, from time to time;
- iv) Shall maintain a social calendar for the Association and report on all team fund raising activities within the boundaries of the Association;
- v) Shall maintain an arena bulletin board with all planned and current events recorded thereon;
- vi) Shall arrange for all awards and scholarships and awards and scholarship ceremonies, including any gifts to be presented by the President on behalf of the Association, along with the relevant historical background for each award, scholarship and gift to be presented;
- vii) Shall perform all other duties as may be assigned by the President, from time to time.

E. DIVISION MANAGERS: namely,

- i) of MINI TYKE
- ii) of TYKE
- iii) of NOVICE
- iv) of PEEWEE
- v) of BANTAM
- vi) of MIDGET
- vii) of FEMALE

Who shall each:

- i) Operate tryouts for representative teams for the Association within their division within the time prescribed by the Executive Committee;

- ii) Conduct a fair and equitable player draft where and when required within their division.
- iii) Supervise and administrate the activities of all teams in their divisions;
- iii) Serve on the Coaches Selection Committee, for their respective division;
- iv) Serve on the Discipline Committee, for their respective division;
- v) Perform all other duties as may be assigned by the President from time to time

BYLAW IX- MEETINGS

- A. The Annual General Meeting of the Association shall be held on the third (3rd) Sunday of September at such place as prescribed by the Executive Committee. Items for the Agenda must be received by the Secretary of the Association, 14 days prior to the Meeting. No other items of business shall be raised or discussed at such meeting. The Notice calling the Annual General meeting must be provided 28 days prior to the meeting date and shall be:
 - i) Sent by mail or electronic mail to their respective address as recorded in the Register of members;
 - ii) Posted on a website that accessible to all Members and is maintained by or on behalf of the Association.
 - iii) By publication in the manner prescribed by the Executive Committee. Notice of a general meeting shall specify the place, the day and the hour of the meeting and, in case of special business, the general nature of that business.
- B. The Executive Committee may, whenever they think fit, convene an Extraordinary General Meeting. An extraordinary general meeting may also be convened on the written requisition of ten percent (10%) or more of the Membership of the Association, in good standing.
- C. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by any of the Membership entitled to receive notice, does not invalidate a proceeding at that meeting.
- D. A quorum at any general meeting of the Membership shall be forty (40) Members who are in good standing and present at the meeting; unless otherwise prescribed by the Societies Act, a simple majority vote shall be sufficient to pass any resolutions properly proposed for consideration of the Membership;
- E. Executive Committee meetings shall be held as required, with a minimum of one per month. Directors are required to present at each meeting a written or oral report detailing their activities and performances from the time of the previous meeting. Further, each standing committee chairperson, as appointed by the president shall present their written reports in a timely manner to the Executive Committee. A

quorum for an Executive Committee meeting shall be a simple majority of the Executive Committee.

- F. Subject to the By-laws and the Constitution of the Association and to the Societies Act of the Province of British Columbia, Robert's Rules of Order shall be applied at each general meeting of the Membership of the Association and all other committee meetings.

BYLAW X- VOTING

- A. At any General Meeting of the Association, all Regular, Associate and Life Members of the Association shall have one (1) vote.
- B. The President shall NOT have a casting vote in the event of a dead-lock or tie on any vote taken on any motion duly presented for consideration of the Membership.
- C. No proxies shall be allowed or permitted at any meeting of the Membership of the Association.
- D. At all meetings of the Association, voting shall be by a show of hands unless a poll is demanded and the Membership in attendance decides upon a ballot.
- E. Resolutions duly proposed need only a simple majority of votes in favour either by a show of hands or by votes cast by ballot subject only to such matters as are governed by the Societies Act of the Province of British Columbia.
- F. Amendments to the Constitution and Bylaws shall require a seventy-five percent (75%) majority vote.

BYLAW XI - FINANCES OF THE ASSOCIATION

- A. The Executive Members shall have the power to raise money by whatever means lawfully available to the Executive Members from time to time and shall have the discretion to apply all money or any part of the money so acquired in any manner the Executive Members deems appropriate to further the objects and purposes of the Association as recited in the Constitution of the Association and without limiting the foregoing the Executive Members may purchase, lease or otherwise acquire and dispose of any or all of the same for reward for the Association and the account and property of the Association.

- B. The Executive Members shall not cause the Association to issue any mortgage, bond or debenture without first obtaining the approval of the Membership of the Association, by special resolution of the Membership, at a meeting called for that purpose.
- C. No fund-raising ventures may be undertaken by a member of the Society, a team within the Society or a member of the Executive without written consent from the Executive Members or approval by way of vote during the Executive Members monthly meetings.

BYLAW XII - FINANCIAL REPORTING OF THE ASSOCIATION

- A. The Executive Members must present the members of the Society at each annual general meeting:
 - i. financial statements prepared in accordance with the Societies Act,
 - ii. the auditor's report, if any, of those financial statements.
- B. The Executive Members shall engage the auditor appointed by the Membership at an Annual General Meeting of the Association, as required by these By-Laws and assure that the financial statements are prepared by the auditor and available to each member to inspect or take copies of the same for the approval of the Membership at an Annual General Meeting.
- C. Bylaw XI(C) applies only if the Association is required or has resolved to have an auditor.
 - i. An auditor may be removed by ordinary resolution
 - ii. An auditor must be promptly informed in writing of the auditor's appointment or removal.
 - iii. An Executive Member or employee of the Association must not be its auditor.

BYLAW XIII - SOCIETY RECORDS

- A. The Executive Members shall see that all necessary books and records of the Society required by the Bylaws of the Society or by any applicable statute or law are regularly and properly kept.
- B. The Secretary or some other Director specially charged by the Executive

Members with that duty shall maintain and have charge of the Minute Books of the Society and shall record or cause to be recorded therein Minutes of proceedings of all meetings of Members and Executive Members.

BYLAW XIV – SIGNING AUTHORITY

- A. Any two of the President, 1st Vice President and Treasurer shall have the authority to execute documents for and on behalf of the Association.

BYLAW XV - ASSOCIATION COLORS AND TEAM NAME

- A. The recognized official colors of the Association shall be predominantly black in color, with gold and white trim or highlight.
- B. All teams in the Association shall be named and known as the "SAINTS".

BYLAW XVI - AMENDMENTS TO THE CONSTITUTION & BYLAWS

- A. Resolutions to amend or alter the Constitution or By-Laws shall only be made at the Annual General Meeting or, an Extraordinary General Meeting of the Association.
- B. Amendments to the Constitution and Bylaws shall require a seventy-five percent (75%) majority vote.
- C. Notice of any proposed amendment or alteration shall be given in writing to the Port Coquitlam Minor Lacrosse Association at least twenty one (21) days prior to the date of the meeting. The proposed amendments or alterations shall be circulated to all members fourteen (14) days prior to the meeting, provided that such notice may be waived or reduced by those members by unanimous consent in writing.

BYLAW XVII – PROCLAMATION

- A. Amendments to the Constitution and Bylaws shall become effective immediately upon acceptance and filing of the same with the Registrar of the Companies of the Province of British Columbia pursuant to the Societies Act of the Province of British Columbia.

